

Commission for Statewide Contracts to
Support Employment for Individuals with Disabilities
Division for the Visually Impaired
1901 N DuPont Hwy.
Biggs Bldg. Conference Room
New Castle, DE 19720

Meeting Minutes, July 17, 2018

Members Present: Doyle Dobbins (Vice Chair), Thomas Cook, Ability Network of Delaware, (A.N.D./Ex-Officio), Dean Stotler, Director, Government Support Services, Elisha Jenkins, Director, Division for the Visually Impaired (DVI/EX-Officio), Carvella Jackson, (member), Jamie Johnston, Department of Finance

Present by Phone: Cynthia Fairwell, Department of Labor, Vocational Rehabilitation, (DOL/VR), Julie (Jo) Donoghue, Counsel, Delaware Attorney General's Office, (DAG/Counsel),

Others Present: Kristy Trudel, Ability Network of Delaware (A.N.D), Jill Morrison, Division for the Visually Impaired (DVI), Michele Hamilton, Division for the Visually Impaired (DVI)

A quorum was determined and the meeting was called to order at 2:00 PM

Doyle Dobbins welcomed the member from the Department of Finance Jamie Johnston.

Approval of Minutes:

Dean Stotler moved to accept the June 19, 2018, minutes as presented; Carvella Jackson seconded the motion. The motion carried.

Old Business:

No old business to report at this time.

New Business:

Ability Network of Delaware's (A.N.D.) request to change pricing for the Air National Guard 198 Readiness Center:

Kristy Trudel reported that the Air National Guard did renovations increasing the bathroom areas and added an additional cleaning area of a downstairs hallway which increased the square footage for cleaning. The provider is CHIMES, and the proposed new pricing is an increase of \$153.30 a month, for a total square footage of 3,253.

Dean Stotler made the motion to accept the price adjustment and Carvella Jackson seconded the motion. Motion Carried.

Report of the Chair:

No progress on the vacancies on the Commission were reported from the Board of Commissions. Doyle Dobbins requested the Commission to continue to be proactive in asking people to apply to be a Commission member.

Commission Members Orientation Manuals: Hard copies of the Commission Manual will be presented to Carvella Jackson and Doyle Dobbins at the August meeting and continue to place the discussion of the manual on hold due to the number of Commission member vacancies.

Report of the Sub-Committees:

Regulations Sub-Committee- The Regulations Sub-Committee does not have a report at this time.

Central Non-Profit Agencies Subcommittee- Dean Stotler reported the subcommittee consisted of representatives from the Office of Management and Budget, Government Support Services, Facilities Management, the Department of Labor, and representatives of DHSS that then transition to OST. The subcommittee received an application, it was from the Ability Network of Delaware (A.N.D.) and it was a unanimous decision that the application met all the requirements and criteria; the recommendation of the subcommittee is to present to the Full Commission the recommendation to certify A.N.D as a CNA according to the Rules and Bylaws set forth by the Commission. Dean Stotler made the motion to recommend certification of A.N.D. as a CNA; Cynthia Fairwell seconded the motion. Motion carried. Requirement of the Sunset Process is Recertification process after a period of three (3) years. Notification from Government Support Services and a Tickler reminder for the review period of three years. Dean Stotler and Jo Donoghue will work on the terminology for the award letter of certification. The Commission also has a responsibility of annual reviews of the CNA. A schedule needs to be developed for the evaluation periods. The CNA subcommittee Chair, Dean Stotler will present at the August meeting a recommendation of a schedule for discussion with the full commission.

Report-Ability Network of Delaware (A.N.D)

Thomas Cook reported that The Annual report will be compiled and presented to the Commission on schedule for the deadline of September 30, 2018. Thomas Cook (A.N.D.) and Cynthia Fairwell (DOL/DVR) are developing the Annual Report. Near final of the Annual Report would be presented at the September meeting.

Thomas Cook, Ability Network of Delaware, distributed a letter requesting that the secure document destruction set aside contract be removed. A.N.D. has exhausted all efforts to replace the Provider (Service Source). It was brought to the attention of the Commission that there are three individuals employed on this set aside contract; should the Commission vote to remove the set aside contract these individuals will not be unemployed. A.N.D. is requesting to release the set aside contract for competitive bid. A request is made to add the request to relinquish the set aside for the August meeting of the Commission.

Kristy Trudel reported on the piloting of their electronic in-house cleaning program and determined that it is relatable to Facilities Management. Any request will be presented by parties through email. The external portal is not available at this time and will require training with their vendors.

Public Comment: None

Adjournment:

Dean Stotler moved to adjourn the meeting. Cynthia Fairwell seconded the motion. Motion carried. Meeting was adjourned by the Chair at 3:00 PM

Next meeting date Tuesday, August 21, 2018 at 2:00 PM

Respectfully submitted,
Michele Hamilton
Administrative Specialist
Division for the Visually Impaired
July 2, 2018